

SECTION 7 SERVICE SPECIFICATIONS

This section sets forth the service specifications for the following services:

Specialized Habilitation with Music Component
Specialized Habilitation, Behavioral-B
Specialized Habilitation, Behavioral-M
Habilitation, Communication

In addition to the general requirements included in Section 5 and the terms and conditions in Section 6, the Qualified Vendor shall meet the requirements in the following service specifications.

SPECIALIZED HABILITATION WITH MUSIC COMPONENT

Service Description

This service provides a variety of interventions designed to maximize the functioning of consumers based on habilitation objectives identified by the ISP team. Interventions may include but are not limited to: habilitative therapies, special developmental skills, behavior intervention and sensory-motor development provided by a Board Certified Music Therapist.

Service Setting

1. This service may be provided in the following settings:
 - 1.1 The consumer's home; or
 - 1.2 The consumer's community.
2. This service shall not be provided while the consumer is attending day treatment and training.
3. This service shall not be provided when the consumer is hospitalized.
4. This service shall not be provided in addition to another habilitation service when consumers live in group homes, vendor supported developmental homes (child or adult), skilled nursing facilities, non-state operated ICFs/MR, or Level I or Level II behavioral health facilities.

Service Goals and Objectives

Service Goals

Facilitate the removal of barriers related to social interaction and independent functioning through the techniques available from a music therapist.

Service Objectives

The Qualified Vendor shall ensure that the following objectives are met:

1. Conduct an assessment of the consumer's strengths and needs concentrating on the concerns identified by the individual support plan. Areas of testing may include but are not limited to: social interactions, language, speech and communication skills, sensory-motor skills, sensory perception, cognitive function and skills to manage emotional expression.

2. In accordance with the consumer's ISP process, develop individualized support methodologies, including:
 - 2.1 Establish individualized, time-limited training objectives that are based on assessment data and input from the consumer and the consumer's representative which will allow the consumer to achieve his/her long term vision.
 - 2.2 Develop strategies for habilitative objectives within ten business days after initiating service. The specific training strategy for each objective shall identify the schedule for implementation, frequency of services, data collection methods, and teaching strategies.
 - 2.3 Based upon the presence or absence of measurable progress, make changes to specific training objective(s) and/or strategies, as agreed upon by the ISP team.
3. As identified in the consumer's ISP, provide training and/or assistance.
4. As identified in the consumer's ISP, provide training and/or assistance to the consumer's family/consumer's representative to increase and/or maintain targeted skill acquisition of the consumer.
 - 4.1 With input from the consumer, the consumer's representative, and his/her significant others, develop strategies for habilitative objectives that can be carried out in context of the consumer's daily routine.
 - 4.2 Communicate with the family/consumer's representative regarding how the support methodologies are working when staff is not present.
 - 4.3 Based upon the presence or absence of measurable progress, make changes to specific training objective(s) and/or strategies, as agreed upon by the ISP team.

Service Utilization Guidelines

1. Typical usage is one hour per week.
2. The ISP team shall decide, prior to the delivery of services, who and how service delivery will be monitored.

Rate

Published.

Unit of Service

1. The basis of payment for this service is an hourly unit of direct service time. Direct service time is the period of time spent with or on behalf of the consumer and verified by the consumer. When billing, the Qualified Vendor should round its direct service time to the nearest 15-minute increment, as illustrated in the examples below:
 - ❑ If services were provided for 65 minutes, bill for 1 hour.
 - ❑ If services were provided for 68 minutes, bill for 1.25 hour.
 - ❑ If services were provided for 50 minutes, bill for 0.75 hour.
2. If the Qualified Vendor provides this service with a single direct service staff person to multiple consumers at the same time, the basis of payment for each consumer will be the total direct service time multiplied by the appropriate multiple client rate for the same unit of service. In no event will more than three consumers receive this service with a single direct service staff person at the same time.

Direct Service Staff Qualifications

Direct service staff must:

1. Have at a minimum, a Bachelors of Science or Bachelors of Art in Music Therapy;
2. Have completed all educational and clinical training requirements as required by the American Music Therapy Association inclusive of a six month internship at an approved site as well as pre-clinical hours completed during their academic coursework; and
3. Currently hold the MT-BC credential as issued by the Certification Board for Music Therapists.

Recordkeeping and Reporting Requirements

1. The Qualified Vendor shall submit the support methodologies to the support coordinator ten business days after the initiation of service for ISP team review.
2. The Qualified Vendor shall submit monthly progress reports, including a written summary describing the specific service activities and the performance data that identifies the consumer's progress toward achievement of the established objectives, within ten business days of the close of the month to the consumer's support coordinator and the consumer/family/consumer's representative.

3. The Qualified Vendor must maintain on file proof of hours worked by their direct service staff, e.g., staff time sheets. Each document must be signed by the consumer/family/consumer's representative as verification of hours served.

Specialized Habilitation, Behavioral-B

Service Description

This service provides behavioral supports pursuant to a positive behavioral supports plan that assist a consumer to remain in his /her home or the home of their family and to participate in community activities.

Service Setting

1. This service may be provided in the following settings:
 - 1.1. The consumer's home or the home of their family;
 - 1.2. At the consumer's work or activities sites; or
 - 1.3. The consumer's community.
2. This service shall not be provided when the consumer is hospitalized.
3. This service shall not be provided to consumers living in group homes, vendor supported developmental homes (child or adult), skilled nursing facilities, non-state operated ICFs/MR, or Level I or Level II behavioral health facilities.
4. This service shall not be provided in public schools or in transit to public schools.

Service Goals and Objectives

Service Goals:

1. To provide an improved quality of life for the consumer by assisting him/her in living in their own home or family home by the teaching of alternative methods of responding to stressors and other sources of challenging behavior.
2. To implement the strategies of a positive behavioral supports plan.

Service Objectives:

The Qualified Vendor shall ensure that the following objectives are met:

1. Participate with the ISP team and family in the implementation of a positive behavioral supports plan.
2. Model the implementation of the plan for family members and/or direct service staff, including the teaching of alternative or replacement behavior.

3. Train family members and/or direct service staff in the plan and monitor their usage of the plan.
4. Review data with the ISP team members and other interested parties, as to the success of the plan.
5. Provide follow-up consultation to ensure proper implementation of the plan and revise the plan as needed.

Service Utilization Guidelines:

1. All implemented interventions shall be based on the recommendations of the positive behavioral supports plan.
2. All interventions shall be based on the principles of learning alternative behaviors.
3. All interventions shall respect the rights and dignity of the consumer.
4. All interventions shall be based as much as possible on the positive behavior supports plan and the individual's ability to self-manage when supported.
5. All services shall be delivered in strict compliance with the provisions of Title 6, Chapter 6, Article 9 "Managing Inappropriate Behaviors" of the Arizona Administrative Code and Chapter 1600 of the Division's Policy Manual.

Rate:

Published.

Unit of Service:

The basis of payment for this service is an hourly unit of staff service time. Staff service time is the period of time spent with or on the behalf of the consumer and verified by the consumer. When billing, the Qualified Vendor should round its direct service time to the nearest 15-minute increments.

Staff Qualifications

Direct service staff must:

1. Have at a minimum:
 - 1.1. A Bachelor's degree in psychology, behavior analysis, social work, education, special education, child development or counseling and 2 years of full-time experience in behavioral therapy, behavioral modification or behavioral analysis (implementing positive behavior support plans), or;
 - 1.2. A Bachelor's degree in an alternative discipline and 5 years of full-time experience in behavioral therapy, behavioral modification or behavioral analysis (implementing positive behavior support plans) or;
 - 1.3. Certification as a Board Certified Associate Behavior Analyst.
2. Have successfully completed the following:
 - 2.1. Client Intervention Training (CIT) from a CIT trainer;
 - 2.2. Training required by Article 9 Chapter 6 Title 6 A.A.C. from a certified trainer, and;
 - 2.3. Person Centered Planning training as approved by the Division.

The vendor will provide a letter documenting certification of the above for each direct service staff providing this service.

Record Keeping and Reporting Requirements:

1. The Qualified Vendor shall provide monthly progress notes to the support coordinator and the service provider that developed the positive behavioral supports plan including graphic data analyses indicating progress at accomplishing objectives.
2. The Qualified Vendor must maintain on file proof of hours worked by their direct services staff, e.g., staff time sheet. Each document must be signed by the consumer/family/ consumer's representative as verification of hours served. In addition the Qualified Vendor must submit a monthly statement of billed activity to the consumer/family/consumer's representative and to the support coordinator.

Specialized Habilitation, Behavioral-M

Service Description

This service provides positive behavioral supports plans through assessments that assist a consumer to remain in his /her home or the home of their family and to participate in community activities.

Service Setting

1. This service may be provided in the following settings:
 - 1.1. The consumer's home or the home of their family;
 - 1.2. At the consumer's work or activities sites; or
 - 1.3. The consumer's community.
2. This service shall not be provided when the consumer is hospitalized.
3. This service shall not be provided to consumers living in group homes, vendor supported developmental homes (child or adult), skilled nursing facilities, non-state operated ICFs/MR, or Level I or Level II behavioral health facilities.
4. This service shall not be provided in public schools or in transit to public schools.

Service Goals and Objectives

Service Goals:

1. To provide an improved quality of life for the consumer by assisting him/her in living in their own home or family home by the teaching of alternative methods of responding to stressors and other sources of challenging behavior.
2. To assist ISP teams and family members in managing challenging behaviors, through a thorough understanding of the purpose and function of a behavior.
3. To develop a positive behavioral supports plan derived from a behavioral assessment.

Service Objectives:

The Qualified Vendor shall ensure that the following objectives are met:

1. Conduct a functional analysis of a challenging behavior.
2. Develop with the ISP team and family members a positive behavioral supports plan.

3. Model the implementation of the plan for family members and/or direct service staff, including the teaching of alternative or replacement behavior.
4. Train family members and/or direct service staff in the plan and monitor their usage of the plan.
5. Assist the ISP team in acquiring the needed approvals of the plan pursuant to R6-6-903 and Division policy.
6. Review data with the ISP team members and other interested parties as to the success of the plan.
7. Provide follow-up consultation to ensure proper implementation of the plan and revise the plan as needed.

Service Utilization Guidelines:

1. All interventions recommended shall be based on the assessed function of the challenging behavior(s).
2. All interventions shall be based on the principles of learning alternative behaviors.
3. All interventions shall respect the rights and dignity of the consumer.
4. All interventions shall be based as much as possible on positive behavior supports and the consumer's ability to self-manage when supported.
5. All services shall be delivered in strict compliance with the provisions of Title 6, Chapter 6, Article 9 "Managing Inappropriate Behaviors" of the Arizona Administrative Code and Chapter 1600 of the Division's Policy Manual.

Rate:

Published.

Unit of Service:

The basis of payment for this service is an hourly unit of staff service time. Staff service time is the period of time spent with or on behalf of the consumer. When billing, the Qualified Vendor should round its direct service time to the nearest 15-minute increments.

Staff Qualifications

Direct service staff must:

1. Have at a minimum:
 - 1.1. A license to practice psychology in the state of Arizona, or
 - 1.2. A Master's degree in behavior analysis, psychology, special education, or related field and:
 - 1.2.1. 15 hours of graduate level coursework in behavior analysis; and
 - 1.2.2. 6 months of full-time, supervised employment (internship/practicum) in behavior analysis under the supervision (minimum equivalent 1 hour per week) of a certified behavior analyst. (Implementing, developing, revising behavior support plans.), or
 - 1.3. Certification as a Board Certified Behavior Analyst
2. Have successfully completed the following:
 - 2.1. Client Intervention Training (CIT) from a CIT trainer;
 - 2.2. Training required by Article 9 Chapter 6 Title 6 A.A.C. from a certified trainer, and;
 - 2.3. Person Centered Planning training as approved by the Division.

The vendor will provide a letter documenting certification of the above for each direct service staff providing this service.

Record Keeping and Reporting Requirements:

1. The Qualified Vendor shall provide monthly progress notes to the support coordinator, including graphic data analyses indicating progress at accomplishing objectives.
2. The Qualified Vendor must maintain on file proof of hours worked by their direct services staff, e.g., staff time sheets. In addition the Qualified Vendor must submit a monthly statement of billed activity to the consumer/family/consumer's representative and to the support coordinator.

HABILITATION, COMMUNICATION

Service Description

This service provides a variety of interventions designed to maximize the functioning of consumers in need of communication assistance based on habilitation objectives designed by the Individual Support Plan (ISP) team. Interventions may include activities typically delivered by habilitation, support, but are not limited to those activities. The emphasis is to provide communication development by an individual trained in sign language, picture exchange program, assistive technology and/or augmentative communication systems. This service does not include services that are governed by a certification or licensure board and is not to be delivered to consumers under 3 years of age.

Service Setting

1. This service may be provided in the following settings:
 - 1.1 The consumer's home; or
 - 1.2 The consumer's community; or
 - 1.3 A developmental home (child or adult).
2. This service shall not be provided while the consumer is attending day treatment and training.
3. This service shall not be provided when the consumer is hospitalized.
4. This service shall not be provided to consumers living in group homes, skilled nursing facilities, ICFs/MR, or Level I or Level II behavioral health facilities.

Service Goals

- 1 To facilitate the removal of barriers related to social interaction and independent functioning through increasing communication.
- 2 To enable the consumer to acquire knowledge and skills and be a valued member of his/her community based on his/her own choices.

Service Objectives

The Qualified Vendor shall ensure that the following objectives are met:

1. Review assessments of the consumer's communication strengths and needs concentrating on the concerns identified by the individual support plan.
2. In accordance with the consumer's ISP processes, develop an individualized communication support plan that recognizes the consumer's communication needs, including:
 - 2.1 Establish individualized, time-limited training objectives that are based on assessment data and input from the consumer's representatives to allow the consumer to achieve his/her long-term vision.
 - 2.2 Based upon identified needs in the ISP, consult with other team professionals regarding communication needs.
 - 2.3 Develop strategies for habilitation objectives within ten business days following the initiation of service. The specific training strategy for each objective shall identify the schedule for implementation, frequency of services, data collection methods, and teaching strategies. Strategies shall include activities that are more repetitive, mechanical, or routine.
 - 2.4 Based upon the presence or absence of measurable progress, make changes to specific training objective(s) and/or strategies, as agreed upon by the ISP team.
3. As identified in the consumer's ISP, provide training and/or assistance to the consumer's family and caregivers that is based on the priorities and needs as established to increase and/or maintain targeted communication skill acquisition of the consumer.
 - 3.1 With input from the consumer and family/caregivers, develop strategies for habilitation objectives that can be carried out in context of the consumer's daily routine.
 - 3.2 Communicate with the family/caregivers regarding how the support plans are working when the worker is not present.
 - 3.3 Based upon the presence or absence of measurable progress, consult with appropriate professionals on the team to make changes to training objective(s) and/or strategies, as agreed upon by the ISP team.

Service Utilization Guidelines

1. The ISP team shall decide, prior to the delivery of services how service delivery will be monitored.

2. Typical usage:
 - 2.1. This service shall not be provided to consumers 0 to 3 years of age
 - 2.2. For consumers 3 to 10 years of age: 2 hours per week. Service sessions shall not exceed one hour per session. Maximum authorized usage shall not exceed 24 months.
 - 2.3. For consumers over 10 years of age: up to 1 hour per week. Maximum authorized usage shall not exceed 12 months.
 - 2.4. Any exception to the above outlined usage must be approved by the District Program Administrator/Manager.
 - 2.5. When identified by the ISP team the consumer may be seen in a joint session with other professionals.
3. This service is to be identified by the ISP team separately from other habilitation service needs and is expected to provide intensive services to increase and/or maintain targeted communication skills of the consumer.

Rate

Published.

Unit of Service

1. The basis of payment for this service is an hourly unit of direct service time. Direct service time is the period of time spent with or on behalf of the consumer and verified by the consumer. When billing, the Qualified Vendor should round its direct service time to the nearest 15-minute increment, as illustrated in the examples below:
 - ☐ If services were provided for 65 minutes, bill for 1 hour.
 - ☐ If services were provided for 68 minutes, bill for 1.25 hour.
 - ☐ If services were provided for 50 minutes, bill for 0.75 hour.
2. If the Qualified Vendor provides this service with a single direct service staff person to multiple consumers at the same time, the basis of payment for each consumer will be the total direct service time multiplied by the appropriate multiple client rate for the same unit of service. In no event will more than three consumers receive this service with a single direct service staff person at the same time.

Direct Service Staff Qualifications

Direct service staff must:

1. Have an Associates degree in a related field and/or Assistive Technology Certification and/or Teacher's Aide Certification with 2 years of experience in communication related activities such as sign language, assistive technology, augmentative communication with knowledge of behavior management and/or adaptive activities; five years of experience as described above can be substituted for degree/certification certificate.
2. A Bachelors degree in education or therapy related field with specialty training in sign language, assistive technology, augmentative communication with knowledge of behavior management and/or adaptive activities; or
3. A Masters degree in education or therapy or related field with specialty training in sign language, assistive technology, augmentative communication with knowledge of behavior management and/or adaptive activities.

Recordkeeping and Reporting Requirements

1. The Qualified Vendor shall submit the support plan to the support coordinator ten business days after the initiation of service for ISP team review.
2. The Qualified Vendor shall submit monthly progress reports, including a written summary describing the specific service activities and the performance data that identifies the consumer's progress toward achievement of the established objectives, within ten business days of the close of the month to the consumer's support coordinator and the consumer/family/consumer's representative.
3. The Qualified Vendor must maintain on file proof of hours worked by their direct service staff, e.g., staff time sheets. Each document must be signed by the consumer/family/consumer's representative as verification of hours served.